

EXHIBIT B - METADATA FIELDS

Field Name	Field Description	Field Type	Hard-Copy	Email	Other ESI	Calendar Items
CUSTODIAN	Custodian(s) / source(s) John Doe or ABC Department	Text	X	X	X	X
DUPLICATECUSTODIAN	Custodian(s) / source(s) of duplicate Documents	Text	X	X	X	X
TIMEZONE	Process data using GMT	Text		X	X	X
HASHMD5	Document MD5 hash value (used for deduplication or other processing)	Text		X	X	X
BEGBATES	Start Bates (including prefix) -- No spaces	Text	X	X	X	X
ENDBATES	End Bates (including prefix) -- No spaces	Text	X	X	X	X
BEGATTACH	Start Bates of family range	Text	X	X	X	X
ENDATTACH	End Bates of family range	Text	X	X	X	X
CONFIDENTIALITY	Confidentiality designation for document	Text	X	X	X	X
SOURCEFILEPATH	Email folder path (sample: Inbox\Active); or paper Document folder/binder title/label	Text		X	X	X
FROM	Author of the Email or Calendar item (as formatted on the original)	Text		X		X
TO	Recipients of the Email (as formatted on the original)	Multi-Entry		X		X
CC	Names of the individuals who were copied on the Email (as formatted on the original)	Multi-Entry		X		X
BCC	Names of the individuals who were blind-copied on the Email (as formatted on the original)	Multi-Entry		X		X
SUBJECT	Email or calendar subject	Text		X		X
DATECREATED	Date electronic file was created. Format: MM/DD/YYYY.	Date			X	
TIMECREATED	Time electronic file was created. Format: HH:MM:SS	Time			X	
DATELASTMOD	Date electronic file was last modified. Format: MM/DD/YYYY	Date			X	
TIMELASTMOD	Time electronic file was last modified. Format: HH:MM:SS	Time			X	
DATESENT	Date the Email was sent. Format: MM/DD/YYYY	Date		X		X
TIMESENT	Time Email was sent -- Format: HH:MM:SS	Time		X		X
DATERECEIVED	Date Email was received. Format: MM/DD/YYYY.	Date		X		X
TIMERECEIVED	Time Email was received. Format: HH:MM:SS	Time		X		X
INTERNETMSGID	Globally unique identifier for a message which typically includes messageid and a domain name. Example: <0E6648D558F338179524D555@m1p.innovy.net	Text		X		X
CONVERSATIONINDEX	Email Thread Identification	Text		X		X
IMPORTANCE	Email flag indicating priority level set for message	Text		X		X
SENSITIVITY	Sensitivity field from Email messages	Text		X		X
DATEPRINTED	Date native file was printed (metadata derived from Word documents, etc.)	Date			X	
FILEAUTHOR	Author field value extracted from the metadata of a native file	Text			X	
FILESUBJECT	Subject of the file extracted from the properties of the native file.	Text			X	
FILESIZE	File size	Integer		X	X	X
SOURCEFILENAME	File name of native file (E-Docs or attachments to Email)	Text		X	X	X
APPLICATION	Application used to create native file (e.g., Excel, Outlook, Word)	Text		X	X	X
FILEEXTENSION	File extension of native file	Text		X	X	X
NATIVELINK	File path location to the current native file location on the delivery medium	Text			X	
APPTSTART	Start date and time of calendar appointment. Format: MM/DD/YYYY HH:MM	Date				X
APPTEND	End date and time of calendar appointment. Format: MM/DD/YYYY HH:MM	Time				X
TEXTPATH	Path to the full extracted text or OCR text of the Document	Text	X	X	X	X
REDACT	Identifies if the document contains redactions. Value: Yes or No.	Text	X	X	X	X
EMBEDDED	Is embedded. Value Yes or No	Text		X	X	X
RECORDTYPE	email, attachment, e-doc, etc.	Text	X	X	X	X
LAST MODIFIED BY:						
SourceParty	Party producing the document. To be produced to the extent it is available.	Text	X	X	X	X